

PO Admin Checklist

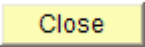
CLOSING PURCHASE ORDERS

Why should agencies close their purchase orders?

- The benefit of the closing process is that completed purchase orders no longer appear in your list of available purchase orders when you access purchase order pages in update and display mode.
- These completed purchase orders are also removed from the view in voucher so that they cannot be paid again.
- Removing these purchase orders improves system performance and decreases the time required to find purchase orders that you need to modify.
- The process of closing purchase orders liquidates the encumbered budget amounts for outstanding purchase orders.

The easiest way to close POs is by using the **Reconciliation WorkBench**.

Navigation: *Purchasing → Purchase Orders → Reconcile POs → Reconciliation Workbench*

1. If this is the first time you have used Reconciliation Workbench, set up a run control ID by using the 'Add a New Value' tab. You can name it "CLOSE_PO" or by your name.
2. For best results, do not fill in too many filter options unless you really need to narrow your search down. Two fields that really helps are:
 - a. Buyer
 - b. PO Status (i.e., Dispatched, Approved)
3. Refer to the *Reconciliation Workbench Checklist* for details on how to review the POs you wish to close.
4. Select the POS by checking the box to the left of the Purchase Order link as shown in the screen on the next page.
5. Click .

Reconciliation WorkBench

Business Unit: 80100 WorkBench ID: RWALERY

*Description: CLOSE POS

Select POs for Further Processing

List of Purchase Orders Customize | Find | View All | Download First 1-10 of 17 Last

Detail	Other	PO ID	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines
<input type="checkbox"/>		0000009649		Canceled	N	03/05/2008	03/05/2008	0000001669	Haman,Bev	No Match			
<input checked="" type="checkbox"/>		0000009654		Dispatched	N	03/07/2008	03/10/2008	0000039373	Haman,Bev	No Match	1		
<input checked="" type="checkbox"/>		0000009655		Dispatched	N	03/07/2008	03/10/2008	0000058747	Haman,Bev	No Match	1		
<input checked="" type="checkbox"/>		0000009656		Dispatched	N	03/07/2008	03/07/2008	0000023762	Haman,Bev	No Match			
<input checked="" type="checkbox"/>		0000009658		Dispatched	N	03/10/2008	03/10/2008	0000003792	Haman,Bev	No Match			
<input type="checkbox"/>		0000009659		Approved	N	03/10/2008	03/10/2008	0000020118	Haman,Bev	No Match			
<input checked="" type="checkbox"/>		0000009660		Dispatched	N	03/10/2008	03/10/2008	0000006855	Haman,Bev	No Match			
<input checked="" type="checkbox"/>		0000009661		Dispatched	N	03/14/2008	03/14/2008	0000000172	Haman,Bev	No Match	3		
<input type="checkbox"/>		0000009662		Approved	N	03/17/2008	03/17/2008	0000000171	Haman,Bev	No Match			
<input type="checkbox"/>		0000009663		Canceled	N	03/20/2008	03/20/2008	0000000172	Haman,Bev	No Match			

☒ Select All ☐ Clear All

Action: Approve Unapprove Cancel Close Dispatch Preview

6. You will be taken to the Processing Results Page, which may look like this:

Reconciliation WorkBench

Processing Results

Business Unit: 80100 WorkBench ID: RWALERY

*Description: CLOSE POS

Select POs for Further Processing

Accounting Date for Action: 05/09/2008

☐ Update Budget Date Equal to Accounting Date

Not Qualified View All First 1-2 of 2 Last

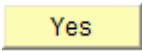
PO ID	Log
0000009658	
0000009661	

Qualified View All First 1-4 of 4 Last

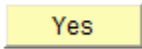
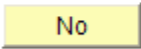
PO ID	Line	Sched	Distrib Line
0000009654			
0000009655			
0000009656			
0000009660			

Proceed: Yes Delete [Return to Reconciliation WorkBench](#)

Notify Refresh

7. Balloon #1 in the screen above is a new feature that gives PO administrators the ability to date the closing procedure to a month-end date, fiscal year-end date, etc.
 - a. This accounting period will need to be “open” to backdate.
 - b. You will probably want to make the budget date equal to the accounting date by checking the box. This affects the budget check process in the distributions used.
8. Balloon #2 shows which POs have an error that stops them from closing.
 - a. Click on the Log icon by each one and read the message.
 - b. Go into each PO and make the changes as specified in these error logs.
9. Balloon #3 shows which POs qualify for closing. To continue with the close process, click  to the right of “Proceed:”
10. You will receive another confirmation screen; click “Yes.”

Continue to Close POs. (10224,10)

 
11. You will be taken back to the **Reconciliation WorkBench** screen. The POs that closed successfully will still have a checkmark by them, but the status will have changed to “Compl” for Complete.

Reconciliation WorkBench







Business Unit: 80100 WorkBench ID: RWALERY

*Description:

Select POs for Further Processing

List of Purchase Orders													Customize Find View All Download	First	1-10 of 17	Last
Detail		Other														
	Purchase Order	Doc Status	PO Status	Hold	PO Date	Last Activity	Vendor ID	Buyer	Match Action	Change Order	Blanket PO	Lines				
<input type="checkbox"/>	0000009662		Approved	N	03/17/2008	03/17/2008	0000000171	Haman,Bev	No Match							
<input type="checkbox"/>	0000009659		Approved	N	03/10/2008	03/10/2008	0000020118	Haman,Bev	No Match							
<input type="checkbox"/>	TEST#2		Approved	N	03/20/2008	03/20/2008	0000000363	Haman,Bev	No Match							
<input checked="" type="checkbox"/>	0000009654		Compl	N	03/07/2008	05/09/2008	0000039373	Haman,Bev	No Match	1						
<input checked="" type="checkbox"/>	0000009656		Compl	N	03/07/2008	05/09/2008	0000023762	Haman,Bev	No Match							
<input checked="" type="checkbox"/>	0000009655		Compl	N	03/07/2008	05/09/2008	0000058747	Haman,Bev	No Match	1						
<input checked="" type="checkbox"/>	0000009660		Compl	N	03/10/2008	05/09/2008	0000006855	Haman,Bev	No Match							
<input checked="" type="checkbox"/>	0000009658		Dispatched	N	03/10/2008	03/10/2008	0000003792	Haman,Bev	No Match							
<input checked="" type="checkbox"/>	0000009661		Dispatched	N	03/14/2008	03/14/2008	0000000172	Haman,Bev	No Match	3						
<input type="checkbox"/>	0000009667		Dispatched	N	03/27/2008	04/01/2008	0000096382	Haman,Bev	No Match	1						

☒ Select All ☐ Clear All

Action:      

Go To: [Set filter options](#) [Process Request Options](#) [Process Monitor](#) [View Processing Results](#)



12. The POs that are check marked but still say the old status ("dispatched," in the example) were the POs that did not qualify. Once they are fixed, the PO administrator can try the closing process on them again.
13. Run the Budget Check process to make sure all encumbrances have been released. You can budget check a range based upon the PO numbers that were closed:

Budget Check Request

Run Control ID: BUDGET_CHECK

[Report Manager](#) [Process Monitor](#) [Run](#)

Budget Check Request Find | View All First 1 of 1 Last

Process Frequency
☒ Once
☐ Always
☐ Don't Run

Request Number: 1
*Description: Budget Check

Process Options
*Business Unit: Value Business Unit: 80100
PO ID: Range From/To: 0000009654 0000009660
PO Date: All
Actg Date: All
PO Type: All
Buyer ID: All
Origin: All
PO Status: All
Mid Roll Status: All

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